

Foreign Affairs Manual



Volume 15 – Overseas Buildings Operations

Change Transmittal: OBO-34

Date: October 18, 2013

15 FAM 210
POLICY AND RESPONSIBILITIES
15 FAM 220
RENTAL BENCHMARK PROGRAM
15 FAM 230
ALLOCATING RESIDENTIAL SPACE
15 FAM 240
USING RESIDENTIAL SPACE
15 FAM 250
HOUSING PROGRAM MANAGEMENT
15 FAM 260
GUIDELINES FOR ALLOCATING
RESIDENTIAL SPACE

Changes

1. This Change Transmittal issues the following revisions to 15 FAM 210:
 - **15 FAM 211.1, Purposes and Authorities:** All U.S. Government-held leased housing is considered pooled for the purpose of assignment except designated residences per 15 FAM 231, Pooled Housing. Beginning in 2015, at all furnished posts, only furnished government-leased/owned housing will be offered. All furnished posts must have a furniture and appliance pool policy in place per 6 FAH-5 H-512, Post Housing Pools; and

- **15 FAM 212.2-2(C), Post IAHB Responsibilities:** Identify items to be included in the post furniture, furnishings, appliances, and equipment (FFA&E) pool (per 15 FAM 720).
2. This Change Transmittal issues the following revisions to 15 FAM 220:
- **15 FAM 221, Purpose:** The Rental Benchmark Program (RBP), initially introduced as the Rental Benchmark Initiative (RBI), operates under the direction of the Office of Real Property Leasing, in the Directorate for Planning and Real Estate, in the Bureau of Overseas Buildings Operations (OBO/PRE/RPL);
 - **15 FAM 223, RBP – Post Authority:** Under the Rental Benchmark Program, OBO grants authority to post, for a period of 1-year (renewable), to sign operating leases for residential properties;
 - **15 FAM 223, RBP – Required Lease Waivers:** Posts participating in the RBP must submit lease waivers by electronic lease waiver request (E-LWR) to OBO for (1) all leases for residential properties that exceed approved rental benchmarks and (2) all housing assignments that exceed the maximum space standards allowed for the occupant, whether the assignment is to a new lease or to a renewal lease; and
 - **15 FAM 228, Housing Selection:** To achieve maximum cost benefit to the U.S. Government, every effort should be made to lease appropriate housing with terms that reflect the likelihood of the housing unit remaining in post's inventory, with lease terms of 5 years or more whenever appropriate.
3. This Change Transmittal issues the following revisions to 15 FAM 230:
- **15 FAM 233, Allocating Leased Residential Space:** Agencies pay rent for all leased housing that their employees occupy; and
 - **15 FAM Exhibit 237(2), Post Locality Types:** The locality type for some posts has changed.
4. This Change Transmittal issues the following revisions to 15 FAM 240:
- **15 FAM 244, Domestic Staff:** Post personnel may house fulltime domestic staff in their U.S. Government-held quarters if space is available and approved by the RSO/PSO;
 - **15 FAM 247, Surrender of Residential Quarters:** GTRs or transportation tickets must not be issued until amounts owed for damaged or lost property have been paid or acknowledged in writing by the occupant and his or her parent agency, or appealed in accordance with the procedure set forth in 14 FAM 416.5-5; and
 - **15 FAM 248, U.S. Marine Security Guard Residences:** Location of residences: Threats of mob violence or other crisis contingencies

require a quick response capability of the detachment. In the selection of a proposed Marine security guard residence (MSGR), the post emergency action committee through the RSO, as well as the Marine Corps embassy security group (MCESG) regional commander should be consulted to ensure that the location is within a reasonable amount of time for effective response by the MSGs in the event of a crisis or exigent circumstances. In circumstances where a suitable MSGR cannot be located within a reasonable distance and time from the embassy/consulate, the Commanding Officer MCESG, and the Chief, Marine Security Guard Program (DS/SPC/MSG), must approve the residence; and

- **15 FAM 249.3, Interns, Presidential Management Fellows, and Incumbents:** Do not assess charges for the use of post-held transient quarters by Department interns, Presidential Management Fellows, or the incumbents in similar programs.
5. This Change Transmittal issues the following revisions to 15 FAM 250:
- **15 FAM 252.4, Security Considerations:** The Department's residential security program (RSP) is addressed in 12 FAM 470. The RSO is responsible for implementation and management of a post's RSP; and
 - **15 FAM 252.5, Safety, Health, and Environmental Requirements:** There are new requirements for safety, health and the environment.
6. This Change Transmittal issues the following revisions to 15 FAM 260:
- **15 FAM 261, Allocating U.S. Government-Owned and Leased (GO/L) Residential Space:** All U.S. Government-owned and leased (GO/L) residential housing is considered pooled except designated residences and USAID housing;
 - **15 FAM 261.1, Housing Acquired with Other Agency Funds:** In the event that assignments made by the post inter-agency housing board (IAHB) result in an agency not receiving its established entitlement, that agency must fund any resulting lease costs until such time as an appropriate GO unit becomes available;
 - **15 FAM 261.2, Housing for USAID Personnel:** Where USAID independently manages its housing, it is USAID's preference that USAID mission personnel not occupy State-held U.S. Government-owned (GO) or leased housing if USAID has not contributed to the acquisition of the property; and
 - **15 FAM 261.3, Housing for Certain Department of Defense (DOD) Personnel:** DOD elements that wish to utilize State's contracting authority for leasing services must first comply with the

requirements of 10 U.S.C. 2834 which stipulates that the Secretary of the DOD entity concerned (i.e., Secretary of Army, Navy, etc.) must enter into an agreement with the Secretary of State (delegated to the Under Secretary for Management pursuant to Delegation of Authority 198) to provide housing and related services to DOD personnel in a specific location.

7. Crosswalk for 15 FAM 230:

Old Location	Old Title	New Location	New Title
15 FAM 237(A)	Space Standards Charts Shown in Square Feet and Square Meters	15 FAM 237(1)	(Same)
15 FAM 237(B)	Post Locality Types	15 FAM 237(2)	(Same)
15 FAM 238(A)	Measuring Space for Nonresidential Property	15 FAM 238(1)	(Same)
15 FAM 238(B)	Measuring Space for Residential Properties	15 FAM 238(2)	(Same)
15 FAM 238(C)	Conversion Table Metric/English Measure	15 FAM 238(3)	(Same)

8. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
9. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
10. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 210 (CT:OBO-19; 10-27-2012) and insert new subchapter 15 FAM 210 (CT:OBO-34; 10-18-2013).

2. Remove and discard old subchapter 15 FAM 220 (CT:OBO-19; 10-27-2010) and insert new subchapter 15 FAM 220 (CT:OBO-34; 10-18-2013).
3. Remove and discard old subchapter 15 FAM 230 (CT:OBO-19; 10-27-2010) and insert new subchapter 15 FAM 230 (CT:OBO-34; 10-18-2013).
4. Remove and discard old subchapter 15 FAM 240 (CT:OBO-30; 10-25-2012) and insert new subchapter 15 FAM 240 (CT:OBO-34; 10-18-2013).
5. Remove and discard old subchapter 15 FAM 250 (CT:OBO-19; 10-27-2010) and insert new subchapter 15 FAM 250 (CT:OBO-34; 10-18-2013).
6. Remove and discard old subchapter 15 FAM 260 (CT:OBO-19; 10-27-2010) and insert new subchapter 15 FAM 260 (CT:OBO-34; 10-18-2013).
7. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-34, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.